



# *Manager's Report*

## *for Council Meeting January 13, 2004*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

A-Pro of Northern Virginia  
Anahata Center for Yoga and Wellness LLC  
Blue Ridge Dairy Company  
Buffalo Zone  
Chase the Plumber  
Check-it Paintball  
Clements, Debra J  
Cryptek Inc  
Giosamurai  
Hands-on Home Inspection  
LB's Guitar & More  
Marvin, Tasha Allison  
Mary Adams  
Mid-Atlantic Distric Association  
P S Bumper Repair  
Reyes Professional Painting  
Shades of Ireland Smoke Shop & Gifts  
Speacht, Linda  
Tracy's Day Care  
Wave Records  
Yaires Salon Inc

### **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of December 6, 2003 through January 9, 2004:

#### **New Hires**

Donald Lewis  
Wanda Ruffner

#### **Position**

Sr. Utilities Operator  
Administrative Assoc. II

#### **Department**

WPCD  
EPW

#### **Promotions**

None

#### **Transfers**

None

**Separations****Position****Department*****Resignations:***

Michael Gregory  
 Scott Ford  
 David Lloyd  
 Michael High  
 Liliana Susinavar

Maintenance Worker II  
 Police Officer II  
 Webmaster  
 Utility Plant Supervisor  
 Custodian

Streets  
 LPD  
 IT  
 WPCD  
 P&R

***Retirements***

None

***Terminations***

None

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION:**

<b>DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: DECEMBER 3, 2003 – JANUARY 6, 2004</b>			
<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Tavistock Farms, Section 15, 16 & 17 (Multifamily & Commercial) DP 2000-07	Final Development Plan	2 <sup>nd</sup>	Construction of 108 multifamily condominium residential units
Leesburg Baptist Church – Dominion Academy Modular Classroom Unit	No Adverse Impact	1 <sup>st</sup>	Addition of modular classroom
First Citizens Bank – Exxon	Easement Plat	1 <sup>st</sup>	
Providence Baptist Church	Request for Development Plan Waiver	2 <sup>nd</sup>	Expansion of the existing church building
Waterside at Leesburg	Rezoning	1 <sup>st</sup>	201 single-family attached residential units (townhouses)
Catoctin Circle Center	Preliminary Development Plan	2 <sup>nd</sup>	Construction of four buildings totaling 82,000 square feet of retail/office uses: 2 buildings with 22,400 square feet of office and 8,600 square feet of restaurant in each, one 10,000 square foot bank, and one 10,000 square foot restaurant
File Space Inventory	Special Project	1 <sup>st</sup>	Inventory of existing file space
Park & Ride Map & Matrix	Special Project	1 <sup>st</sup>	Collection of data for possible park and ride locations
40 Sycolin Road (Jafari Office Building)	Preliminary Final Development	1 <sup>st</sup>	6,000 square feet of office in two buildings
Dulles Motors Used Cars @ Parker Court	Preliminary/Final Development Plan	1 <sup>st</sup>	2,295 square foot used car dealership
Dulles Motors Used Cars @ Parker Court	1 <sup>st</sup> Submission Briefing Staff Report & Planning Commission Presentation	1 <sup>st</sup>	2,295 square foot used car dealership
First Citizens Bank – Exxon	Easement Plat	2 <sup>nd</sup>	Off-site easement

Planning Commission Review Survey	Special Project	1 <sup>st</sup>	Collection of data comparing various Planning Commission duties in surrounding jurisdictions
First Citizens Bank On-site Easements	Easement Plat	3 <sup>rd</sup>	Various on-site easements
23 Sycolin Road (Tramell Subdivision, Lots 2 and 3)	Variation Request	1 <sup>st</sup>	Request to waive public road frontage requirements
<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: DECEMBER 3, 2003 – JANUARY 6, 2004</b>			
<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Providence Baptist Church	Request for Development Plan Waiver	1 <sup>st</sup>	Expansion of the existing church building
Edwards Landing, Phase 3 – Lots 248 thru 257	Revision to approved Construction Drawings	1 <sup>st</sup>	Minor tree save revisions
Dulles Motor Cars @ Parker Court	Preliminary/Final Development Plan	2 <sup>nd</sup>	Construction of a used car dealership
First Citizens Bank – Exxon	Easement Plat	1 <sup>st</sup>	
Park & Ride Map & Matrix	Special Project	1 <sup>st</sup>	Collection of data for possible park and ride locations
Country Club Estates Drainage Improvements	Capital Improvement Project	1 <sup>st</sup>	Various drainage improvements
Beauregard Estates, Phase 5	Construction Drawings	5 <sup>th</sup>	Construction of nine single family detached residential dwellings
Potomac Station, Section 8I	Revisions to approved Construction Drawings	1 <sup>st</sup>	Grading along berm at rear of lots adjacent to Edwards Ferry Road
Providence Baptist Church	Request for Development Plan Waiver	2 <sup>nd</sup>	Expansion of the existing church building
First Citizens Bank – Exxon	Easement Plat	2 <sup>nd</sup>	
Northeast Leesburg Street Improvements	Capital Improvements Projects	2 <sup>nd</sup> Revision	Street improvements
McKinley Building Sidewalk Improvements	Request for Preliminary Final Authorization		
First Citizens Bank On-site Easements	Easement Plat	3 <sup>rd</sup>	Various on-site easements

**ZONING DIVISION:****Zoning Permits Issued Residential**

Edwards Landing 1 SFD @ \$200,000

Potomac Crossing 8 SFA @ \$55,000 and 5 SFA @ \$105,000

Stratford E 11 Apartment Buildings Total: 300 Units

Hamlets at Leesburg 2 SFA/Duplex @ \$120,000

**Zoning Permits Issued Commercial**

500 Sunset View Terrace Rec. Center @ 150,000 Stratford E

500 Sunset View Terrace Swimming Pool \$22,500

500 Sunset View Terrace 5 Retaining Walls @ \$20,000

500 Sunset View Terrace 2 detached Garages @ \$12,500

500 Sunset View Terrace Gazebo \$7,500 Stratford E  
500 Sunset View Terrace SE Trash Compactor/enclosure \$1,500 Stratford  
607 Potomac Station Drive NE Commercial Bank @ \$927,000  
101 Colonel Grenata Circle S.E. 2 Picnic Shelters \$45,000 Freedom Park  
19 E. Market Street SE Interior Fit-up - Office \$18,000  
224 Cornwall Street NW Re-Roof Institutional \$42,000 Loudoun Hospital  
525-J East Market Street Commercial Interior Fit-up \$10,000 Bellwood Commons  
24-D Plaza Street NE Commercial Interior Fit-up \$10,000

**Occupancy Permits Issued Residential**

Edwards Landing 19 SFA and SFD 5  
Hamlet's at Leesburg 2 SFA/Duplex's  
Potomac Crossing 1 SFD and 5 SFA  
Kincaid Forest 4 SFA and 4 SFD  
Stowers 10 SFD  
Stratford 6 SFA/Duplex's and 9 SFA  
Waverly Heights 1 SFD

**Occupancy Permits Issued Commercial**

50 Catoctin Circle NE #204 Interior Fit up Leesburg Office Plaza  
50 Catoctin Circle NE #303 Interior Fit up Leesburg Office Plaza

**Special Exceptions**

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. This application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for January 27, 2004.
2. SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission work session is scheduled for January 15, 2004 and the public hearing is scheduled for February 5, 2004.
3. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.
4. SE 2003-0005 Loudoun Motor Sports: Located at 212 Catoctin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and the second submission has been reviewed. The Town Council public hearing was held on December 9, 2003. At that meeting Council voted 6-0 to approve the amendment under Resolution No. 2003-167.

5. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for January 27, 2004.
6. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review back on November 19, 2003. The applicant is currently working on resubmission of the application.

### **Rezoning**

1. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. ZM 2003-0003 Leesburg Central Rezoning: The applicant James D. Turner seeks to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street. The plans were accepted for review on August 22, 2003 and revised plans have been submitted twice. The Planning Commission public hearing for this item is scheduled for January 15, 2004.
3. ZM 2003-0005 Waterside at Leesburg: The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the Town on November 21, 2003 and are currently under review.

### **ZONING ORDINANCE AMENDMENTS**

No Zoning Ordinance Amendments are being processed at this time.

### **BOARD OF ZONING APPEALS CASES**

There are no BAR cases scheduled at this time.

### **WATER & SEWER ADMINISTRATION**

From December 5 through January 9 there were

- 37 Public Facility Permits issued totaling \$2,962,489
- 53 work orders issued for meter sets
- 69 requests for occupancy inspection

**Capital Projects Update**

- Water Meter Conversion – The project has been completed and the contractor is performing punch list work.
- During this period, eight plans and two requests for modeling were received for review within the service area.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant are in progress and proceeding according to schedule.
- Review comments for the Woodlea Mini-Pressure Zone pump station have been received and forwarded to the engineer. Revised plans are expected in a few weeks.
- Minor revisions to the DCSM Article 2 are being processed.
- A total of three bids were received in response to an RFP issued for purchase of a portable generator for the remote facilities. Two bidders missed the cost for the control panel and one bidder was over budget. Project is being re-bid.
- The special exception plat for the Water Pollution Control Facility expansion and the Utility Lines Division's maintenance buildings will require a traffic study. A contract for a traffic study is being issued.
- Two engineering firms responded to the RFP issued for services during construction for the next expansion of the Water Pollution Control Facility project.

**UTILITY LINES DIVISION****Installations made during this period:**

1. Install inside drop in MH # 231-298 (Market St)
2. Install new sewer service at #7 Union St.

**Training:**

- Max Mellott & John Creamer attended advanced Trenchless Technology Conference in Washington, DC.
- VDOT flagging certification and the monthly safety meeting were held.
- Rodney Conner attended a VDOT ACI class.

**Routine items include:**

- water turn on's and off's
- water meter readings
- complaint investigation
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- removal of sanitary M.H. and re-piping the lateral and main at the Verizon Building on Market St. to eliminate source of infiltration and inflow
- assisted the Street Department with snow removal on 12/05/03 and 12/14/03.

**Summary Programs**

- performed complete maintenance on 132 fire hydrants.
- new connections to town utility system: 62
- total number of water leak repairs: 9
- responded to 922 requests to locate utilities (Miss Utility)

**TOWN OF LEESBURG**

Full-time vacancies as of January 9, 2004

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√					
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng &amp; PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Maintenance Worker II	12/30/03	√	√				
	1	Maintenance Worker I	11/24/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√	√	√		
	1	Director of Finance	10/21/03	√	√	√			
<i>IT</i>	1	Director of Info Tech	9/16/03	√	√	√	√	√	√
	1	Webmaster	12/30/03	√					
<i>P&amp;R</i>	1	Recreation Program Mgr	12/30/03	√					
	1	Custodian	1/6/04	√					
<i>P &amp; Z</i>	1	Senior Planner	7/01/03	√					
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√		
	1	Police Officer	1/3/04	√					
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Equipment Operator	12/30/03	√					
<i>Water Supply</i>	1	Assistant Superintendent	11/17/03	√	√	√	√		
<b><u>TOTAL</u></b>	22								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe